

**Commonwealth of Massachusetts**  
**Executive Office of Public Safety and Security**  
**Office of Grants and Research**  
**Highway Safety Division**  
**10 Park Plaza, Suite 3720**  
**Boston, MA 02116**  
**Tel: 617.725.3341**

**Application for Grant Funds (AGF)**  
**FFY 2011 Automated License Plate Reader Grant Program**  
**Deadline for Applications: Noon, November 29, 2010**

All sections must be completed to be eligible.

Name and Complete Address of Department or Municipality City of Fitchburg Police Department 20 Elm Street Fitchburg, MA 01420			
Chief's Last Name DeMoura	First Robert	Middle Initial A	
E-Mail Address rdemoura@fitchburgpolice.com	Telephone 978-345-9656	Fax 978-342-7608	
Grant Contact Last Name Andrews McNamara	First Name Kristi Paul	Middle Initial	Title Grant Administrator Traffic Specialist
E-Mail Address kandrews@fitchburgpolice.com pmcnamara@fitchburgpolice.com	Telephone 978-345-9641	Fax 978-342-7608	
<b>Applicant Profile</b>			
Does your department currently have any ALPR units in use? If so, how many?		1	
Number of full-time officers		70	
Number of part-time officers		0	
What is the population of your community according to the 2009 census?		41,000	
How large is your community (square miles)?		28	

**Problem Identification**

Category	2007	2008	2009
Number of unlicensed motorist citations	146	123	67
Number of uninsured motorist citations	117	66	45
Number of operating with a suspended license citations	253	210	149

Number of operating with a suspended license arrests	102	77	32
Number of stolen vehicles reports	71	97	89
Number of stolen vehicle arrests	5	7	5

**Proposed Programming**

**Experience-** Provide a summary of previous experience your department has with highway safety initiatives (Click It or Ticket, Massachusetts Law Enforcement Challenge, crash reporting, etc.).

The City of Fitchburg has utilized traffic safety mobilization funds provided by EOPS as the foundation of traffic safety programs within the community. In July 2010 using data from previous EOPS funded mobilizations the Department successfully petitioned the Fitchburg City Council to establish a Traffic Safety Fund enabling the police department to provide a self sustaining education, enforcement and engineering mechanism for community traffic safety initiatives.

The goal of three (3) citations per hour during grant mobilizations has been exceeded as the mobilization goal set internally is three and one half (3.5) citations per mobilization and traffic safety enforcement hour.

Both the department internal and EOPS mobilization goals are monitored, the full time department crime analyst interprets the data to initiate a park and walk program whereby the highest crash and citation locations are monitored by sector patrols during peak hours based upon the mobilization program data review.

The 2010 calendar year will be the first time the department completes the Law Enforcement Challenge process.

**Timeline-** Provide your projected timeline for unit purchase, training, and implementation (January 2011-June 30, 2011).

The department will utilize the funding in a timely manner with a goal of implementation no later than February 28, 2010, dependent upon the vendor (ELSAG) product availability.

Training will take place within the department with Data Driven Approaches to Crime and Traffic Safety (DDACTS) assigned officer first, criminal investigators and narcotics officers. The Department has already completed a memorandum of understanding on data sharing from the ALPR reads and alerts. The Department has also participated in the International Association of Chiefs of Police License Plate Reader Policy Training in 2010.

**Project Activities-** Describe your proposed deployment use (how many hours per day, per week, etc.).

In July 2010 the City of Fitchburg Police Department adopted the Data Driven Approach to Crime and Traffic Safety (DDACTS) and is on track to implement the program January 1, 2011. The program will employ a designated Supervisor and two patrol officers, traffic officer and crime analyst to provide operational support to the entire patrol force as well as criminal and narcotics investigators, along with members of the Massachusetts State Police C-Troop.

In anticipation of the implementation of the program the department has purchased several vehicles which if funding is provided will utilize the automatic license plate reader system for deployment in the DDACTS community hot spots. The DDACTS philosophy will be implemented department wide but will have officers specifically designated in hot spots no less than sixteen (16) hours per day five (5) days per week.

The automatic license plate reader would be deployed with the DDACTS personnel no less than five (5) days per week in defined hot spots to deter criminal activity by highly visible traffic enforcement.

**Capabilities-** Describe your department's technical capabilities to implement this program.

The City of Fitchburg currently has an in-house Information Technology department which can be utilized for short and long term system troubleshooting. The Department would if grant funding is provided utilize municipal funds as a soft match funding source to provide for an extended warranty on the equipment.

The Fitchburg Police Department will be sponsoring statewide DDACTS training in January 2011, solidifying our community's commitment to the DDACTS philosophy. The DDACTS model of policing will be supported internally by a Crime Analyst, Training and Development staff capable of providing ALPR support and training.

**Goals-** Identify specific, measurable, attainable, realistic and time-bound goals and objectives for this program (i.e. increase uninsured motorist violations by 20% over 2009 levels by August 2011).

The goal of the Fitchburg Police Department in the deployment of an EOPS funded automatic license plate reader is to increase voluntary community compliance in properly registered and insured motorists. After review of the citation and crash data a goal to increase voluntary community compliance by ten percent (10%) is considered attainable.

The department will also set a goal of decreasing the reported stolen vehicles by five percent (5%), from January thru December 2011.

In addition to the automatic license plate reader the department through its collaborative effort with the Massachusetts Insurance Fraud Bureau will conduct roll call briefings and provide technical assistance to officers reporting and recovering stolen vehicles to promote an atmosphere of deterrence to motor vehicle thefts and associated insurance fraud.

The department goal of increasing properly registered and insured vehicles will require both a print and television media campaign. Local and regional print media will be utilized to promote the implementation of the ALPR system, as well as regular community updates to emphasize the proactive enforcement and the reduction in motor vehicle crashes and resultant injuries. The local cable access television will also be utilized for a community awareness campaign promoting the uses and success of the automatic license plate reader system.

**Evaluation-** Describe your evaluation plan (for example, a pre and post data comparison for your community during the grant period with the same time period in the previous year).

The data generated from the automatic license plate reader and associated enforcement activity will be tracked by the Department crime analyst to provide an accurate evaluation of the effective enforcement activities.

It is anticipated that the deployment of the ALPR with the DDACTS initiative will maximize the effectiveness of the equipment.

**Additional Information-** Provide any additional information about your current and/or proposed ALPR program you would like EOPSS to consider when evaluating your AGF response (major highways through community, commuter population).

The City of Fitchburg Parking Control Department purchased an automatic license plate reader which has been assigned to the City of Fitchburg Police Traffic Bureau since September 2010. The unit has been responsible in capturing a hit and run driver in our community and utilized to scan areas of dangerous criminal activity to capture possible perpetrator. The unit data has also been shared with surrounding communities with the photograph vehicle identification of vehicles wanted in connection with serious criminal activity.

**BUDGET TEMPLATE**

**January 2011 - June 30, 2011-** also provide specification sheet from your chosen vendor

<b>Equipment</b>	<b>Cost/Rate</b>	<b>Total</b>
MPH 900X2 AD3 Mobile License Plate Reader	16,350.00	16,350.00
Operation Center License	972.00	972.00
Car Installation Kit	335.00	335.00
<b>Total</b>	<b>\$17,657.00</b>	<b>\$17,657.00</b>

Total funding requested \$ 17,657.00

Please Note:

If your department does not have an officer safety belt policy, 50% of your total grant award will be deducted. If your department falls into this category, please provide a statement agreeing that the balance will be paid by your department or that no funds will be awarded.

Grant recipients are required to provide an in-kind (soft) match which represents 20% of the total project cost. For example if you receive \$5,000, your 20% match would be calculated as follows: \$5,000 divided by 80% = \$6,250 X 20% = \$1,250.

**FEDERAL IN-KIND MATCH REQUIREMENTS - REQUIRED**

<b>Item/Service</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total</b>
Year 1 Service Plan	1	\$1,600.00	\$1,600
Year 2 Service Plan	1	\$1,600.00	\$1,600
Year 3 Service Plan	1	\$1,600.00	\$1,600

Department's plan to pay for additional maintenance and warranty costs:

The City of Fitchburg has established a traffic safety fund for enforcement and equipment and is funded by twenty-five percent (25%) of citation revenue reported to the city general fund.

**For EOPSS/HSD Use:**

Revised Total Request:

\$ \_\_\_\_\_

Applications due on or before November 29, 2010 at noon to:

Dan DeMille, Program Coordinator  
Executive Office of Public Safety and Security  
Office of Grants and Research  
Highway Safety Division  
10 Park Plaza, Suite 3720  
Boston, MA 02116

**CHECK LIST**

- Completed Application (original and 8 copies)
- Required Signatures
- Safety belt policy or commitment to establish one by DATE
- Contract Authorized Signatory Listing

Please note that in the event that your department or municipality is selected for an award, a Standard Contract Form and General Subrecipient Conditions will be provided for your signature at that time.

Before signing below, or obtaining signature, please be sure the entire application is complete.

## ASSURANCES

The City of Fitchburg Police Department/municipality acknowledges and agrees to comply with all grant contract requirements and performance measures. This municipality or department understands and agrees that a grant received as a result of this application is subject to the regulations governing highway safety projects and grant management requirements and will comply with all State and Federal Guidelines. Funding is based on availability of federal funds. I hereby acknowledge my understanding of the above grant requirements and will comply with the best of my ability:

Robert A. DeMoura

Authorized Representative Name and Title (please print)

Please note that the signatory must be authorized to enter into a contract with the Commonwealth.

Robert A. DeMoura Chief of Police

Authorized Signature in blue ink

11/29/2010

Date signed in blue ink

Deadline: An original application form with attachments, along with three copies, must be received by HSD by **noon on November 29, 2010**. Faxed and electronic responses will **NOT** be accepted.

\*It is suggested that departments verify with EOPSS-HSD receipt of application prior to deadline (this is because of recent mail delivery problems). Please email Dan DeMille at [Daniel.DeMille@state.ma.us](mailto:Daniel.DeMille@state.ma.us) to verify receipt.

# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME :  
CONTRACTOR VENDOR/CUSTOMER CODE:


**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Robert A. DeMoura	Chief of Police
Phillip J kearns	Deputy Chief of Police
Linda Swears	Captain of Police

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

  
\_\_\_\_\_  
Signature

Date: 11/29/2004

Title: Chief of Police

Telephone: 978-345-9656

Fax: 978-342-7608

Email:rdemoura@fitchburgpolice.com

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.



# ELSAG North America Law Enforcement Systems, LLC

412 Clocktower Commons  
 Brewster, NY 10509  
 Duns # 196140821  
 Phone: 1-866-9MPH900 (967-4900)  
 Fax: 336-379-7164

DATE

5/5/2010
**QUOTATION**

**Delivered to:**

Firchburg Police Dept.  
 Att: P.O. Paul Mc Namara  
 20 Elm St.  
 Fitchburg, Massachusetts 01420

Quotation valid until: January 20, 2010  
 Prepared by: Pat Fox

Projected Arrival Date: TBD

(Please mail or Fax your Purchase Order to the number or address above and also Fax a copy to (518) 452-7777)

Receipt of Goods

**NASPO Multi-State Contract #PC62119 Award #19745**  
**(California Participating Addendum)**  
**WSCA # PC 62119 Hazardous Incident Response Equipment**  
**(Contract term: 5/20/2007 - 5/10/2010)**

MASSACHUSETTS STATE CONTRACT # HLS01

Model #	Description	Cost	Units	Amount
<b>MPH-900X2 AD3 Split</b>	Mobile License Plate Reader - Includes two units with LPR Processors, cameras (color and IR LPR); Infrared Illuminators; enclosures, junction box, cables and related software. (REQUIRES INSTALLATION BY ELSAG N.A. AUTHORIZED PERSONNEL).	\$16,350	1	\$16,350.00
<b>MPH-900INSTALL</b>	To be installed on a Ford Crown Victoria with a Hedley mount with a clicker.			
<b>OPERATION CENTER LICENSE</b>	Operations Center License	\$972	1	<b>\$972.00</b>
<b>ON-SITE TRAINING</b>	Included in the purchase of both transportable and permanent MPH-900 installations available in group and individual sessions.			<b>FREE</b>
<b>ADDITIONAL CAR KIT</b>	(1) Extra power cord (\$125.00), (1) Extra ethernet cable (\$100.00) and (1) Extra GPS unit with USB extension (\$110.00) for a Total of \$335.00 to power up an additional vehicle.	\$335		<b>\$335.00</b>
			<b>TOTAL</b>	<b>\$17,657.00</b>

**Service Plan for goods and services provided by the above quote**

Year I	Free		
Year II	\$1,600	Hardware and Software	Due: 1/20/11
Year III	\$1,600	Hardware and Software	Due: 1/20/12
Year IV	\$1,600	Hardware and Software	Due: 1/20/13
Beyond		Software Only	

Service Plan Includes:

- Software Updates
- Annual Training/Service
- Parts & Labor

Approval Signature: \_\_\_\_\_



# FITCHBURG POLICE DEPARTMENT

## GENERAL ORDER

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**SUBJECT:**

SAFETY BELT USE POLICY

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**EFFECTIVE DATE:**

NOVEMBER 12, 1992

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**NUMBER**

GO 92-04

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**REFERENCE****RESCINDS****DISTRIBUTION**

ALL

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**I. PURPOSE**

- A. The purpose and function of this Policy and Procedure is to establish a policy allowing maximum operator and passenger safety, thus minimizing the possibility of death or injury as a result of motor vehicle crashes. This policy will apply to all personnel operating or riding in Fitchburg Police Department vehicles.

**II. DISCUSSION**

- A. Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes. A law enforcement officer's chance of being involved in a motor vehicle crash is approximately two to ten times greater than that of the general public. The use of safety restraints reduces this risk to death and serious injury and assists officers in maintaining proper control of their vehicles in pursuit and/or emergency high-speed operations.

**III. POLICY**

- A. To assure the safety of all personnel, it is recommended safety belts are worn by drivers and passengers in all vehicles owned, leased or rented by the department at all times. It is strongly recommended that safety belts be utilized by Fitchburg Police Department personnel and their families at all times in vehicles while in an off-duty capacity to further reduce the risk of death or injury.

**IV. PROCEDURE**

- A. It is recommended that Fitchburg Police Department personnel use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while on-duty.
- B. Lap belts should be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt be manually secured.
- C. The driver of the vehicle is responsible for recommending compliance by all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size, or weight for which such restraints are prescribed by law.
- D. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the express authorization of the Chief of Police.
- E. Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

**IV. INTERPRETATION**

Nothing in this General Order, except where specifically provided and indicated, shall be construed or interpreted as eliminating or limiting any Rule and Regulation, Duty by Rank and Assignment, Policy and Procedure, Special Order, General Order of the Fitchburg Police Department or Massachusetts General Law.

**V. SUPERVISION AND RESPONSIBILITY**

All Supervisors, Officer-In-Charge/Shift Commanders and Commanders shall review this Policy and Procedure with all subordinates as required for familiarization and review.



Edward J. Gallant, Jr.  
CHIEF OF POLICE